Enterprise IP Solutions

# OfficeServ

# WIP-5000M

# User Guide

SAMSUNG

416, Maethan 3-Dong, Paldal-Ku, Suwon-City, Kyung-ki-Do, KOREA

# EC Declaration of Conformity

For the following named product:

| | | |
|---|---|---|
| (product name) | : | **WLAN Phone** |
| (model name) | : | **WIP-5000M, Sinus Pro 800M** |

Manufactured at:

| | | |
|---|---|---|
| ( name) | : | **J-TECHNOLOGY** |
| (address) | : | #293-15 Gongdan-Dong, Gumi-City, Gyeong-buk, Korea, 730-906 |

To which this declaration relates, is in conformity with the following standards and/or other normative documents.

(1) EN 60950:2000
(2) EN 301 489-1: V.1.4.1
EN 301 489-17: V.1.2.1
(3) EN 300 328: V.1.4.1
(4) EN 50371:2002

We, Samsung Electronics, hereby declare that [all essential radio test suites have been carried out and that] the above named product is in conformity with all the essential requirements of Directive 1999/5/EC.

The conformity assessment procedure referred to in Article 10 and detailed in Annex [III] or [IV] of Directive 1999/5/EC has been followed with the involvement of the following Notified Body(ies);

NEMKO AS **0470**

The equipment will also carry the Class 2 equipment identifier

Identification mark : (Notified Body number)

**Technical Documentation kept at :**
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| KOREA / (Place and date of issue) | Hagyoun Bae / Association (full name and position) | (authorized signature) |
| EUROPE / MARCH 2005 (Place and date of issue) | David Norton / MD STUK (full name and position) | (authorized signature) |

# Intended Use

This WIP-5000M telephone handset is intended to communicate with a Samsung telephone system, where such a telephone system is provided with the appropriate wireless LAN interface. It allows the user to make and receive voice calls. An optional ear-microphone (headset) unit can be connected. The telephone is powered by an integral battery which is charged through the base unit provided. It should not be used for any other purpose.

## Publication Information

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2005/6/WIP5000M Version 1.1

# SAFETY CONCERNS

For your safety and to ensure your phone works correctly, read the following information before installing and operating your phone.

## Conventions

**WARNING**
Provides information or instructions that you should follow in order to avoid personal injury or death.

**CAUTION**
Provides information or instructions that you should follow in order to avoid service failure or damage to the system.

**NOTE**
Indicates additional information as a reference.

## Symbols

General caution

Prohibits an action

Requires a specific action

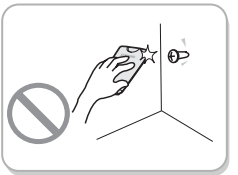
## WARNING

**Do not place conductive objects (e.g. coins) on the charging terminals of the battery (metallic part).**

May cause fire due to overheating.

**Use only the charger provided with the WIP-5000M phone.**

Using other chargers may result in overheating or explosion.



**The battery should be used only for the WIP-5000M phone.**

Using the battery for other purposes may cause malfunction, fire, or electric shock.

**Do not put objects that contain water (such as vases, cups, cosmetics, and medicines) or metals near the phone.**

Moisture in the phone can cause a fire and electric shocks.

**Do not place the phone in a dusty area or in fluctuating temperature environments.**

May cause a fire or electric shocks.

**Do not install the phone near a heater (e.g. cigarette lighter, heating apparatus, etc.)**

May cause a fire or electric shocks.

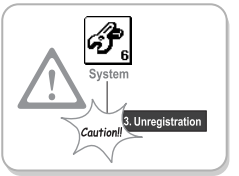
**Do not use or store inflammable solvents or materials near the phone.**

May cause a fire or electric shocks.

**If the phone makes a noise, a bad smell or smoke, immediately call your supplier.**

May cause a fire or electric shocks.

# CAUTION




**Before clearing a phone's registration, double check whether this function should be executed since all information registered on the system will be deleted.**

**Use a soft dry cloth to clean the phone. Do not use any chemical solvents such as wax, benzene, alcohol, thinner, insect spray, aerosol, lubricant, or detergent.**

The use of chemicals on the phone may cause fading/ discolouring or damage to components.

**Do not install the phone on an unstable surface or in direct sunlight.**

May cause severe damage to the phone.

**Do not attempt to disassemble or repair the phone yourself.**

If repair is needed, please return it to where it was purchased or call your supplier.

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# PREPARATION

## About This Guide

This guide provides instructions for using Samsung's latest WIP-5000M mobile phone. Please take the time to study this guide and become familiar with the operation of your WIP-5000M and the benefits this new phone can provide. Keep this guide handy. You may need to look up instructions for infrequently used features.

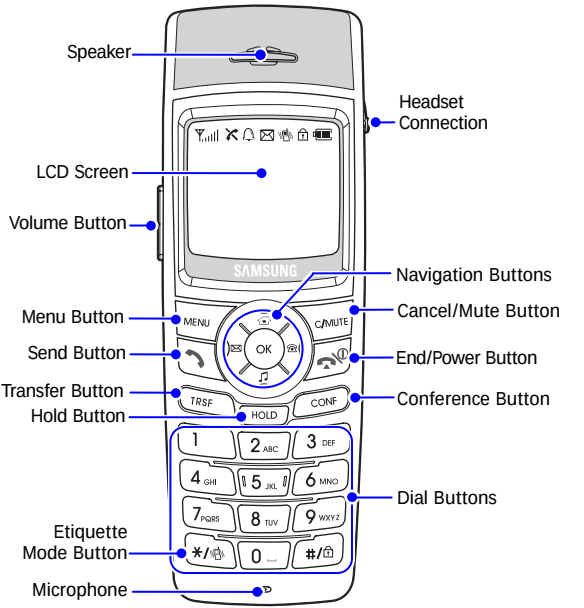
## Overview of WIP-5000M

The WIP-5000M (Wireless IP-Phone Mobile type) allows voice communication through an IEEE 802.11b wireless LAN.

WIP-5000M supports voice communication using IEEE802.11b WLAN. Based on IEEE802.11b standard, VoIP voice signals received are compressed to a voice CODEC and transferred as data packets.

Data terminals such as PDAs and laptop PCs that support wireless connection can be used along with the WIP-5000M.

# Phone Layout



## Button Descriptions

| Button | Description |
|---|---|
| | Used when calling or receiving an outside trunk call / when transferring a call |
| **Volume** | Used when controlling voice or key tone volume |
| **MENU** | Used when entering the menu mode |
| | Used when moving the menu bar upward |
| | Used when moving the menu bar downward |
| | Used when moving the menu bar to the right /Directory/Call on Hold |
| | Used when moving the menu bar to the left/Message/Conference call |
| **OK** | Used when selecting or saving the selected item for function settings |
| **C / MUTE** | Used when (1) muting the microphone and (2) erasing characters or moving to an upper menu |
| **TRSF** | Used when connecting to another phone number while a phone call is in progress |
| **HOLD** | Used when holding a call |
| **CONF** | Used when making a conference |
| | Used when applying the etiquette mode |
| **0 ~ 9** | Used when dialing or entering characters |

| Button | Description |
|---|---|
| #/ | Used when applying the automatic key lock |
| | Used when turning the power on/off, when returning to the initial screen or when terminating the call |

## Icon (Display) Descriptions

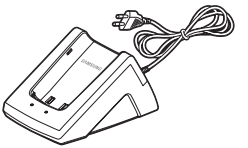
| Icon | Description |
|---|---|
| | Signal intensity.<br> : weak signal  : strong signal |
| | Service not available. |
| | Flashes when trying to make a call and lights steady when a call is connected. |
| | Alarm is set. |
| | Message received. |
| | Etiquette function or Vibration function is enabled. |
| | Automatic key lock is enabled. |
| | Battery charging level.<br> : fully charged  : sufficient<br> : insufficient<br> : needs to be charged immediately |

## Unpacking

Check that the following items have been packed in the box with your WIP-5000M phone.

**WIP-5000M**

**Battery**
(1 standard type)

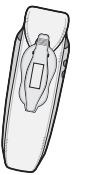


**Charger**

**User Guide**

**Earphone**
(optional)

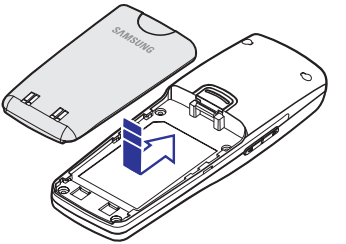
**Hand holder**



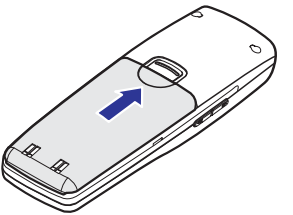
**Leather case for phone**
(optional)

## Installing the Battery

1. Insert the projecting part at the bottom of battery into the recessed compartment at the back of the WIP-5000M phone.

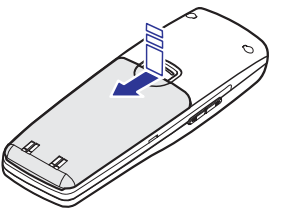



2. Press it in the direction of the arrow until it clicks into place.



## Removing the Battery

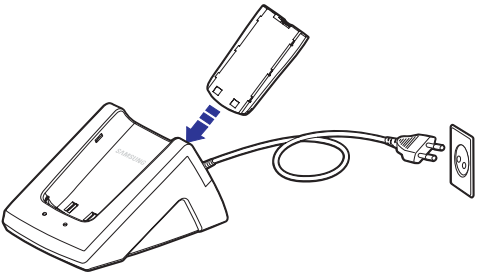
To remove the battery from the phone, slide the battery cover in the direction of the arrow while simultaneously pressing the separator button.



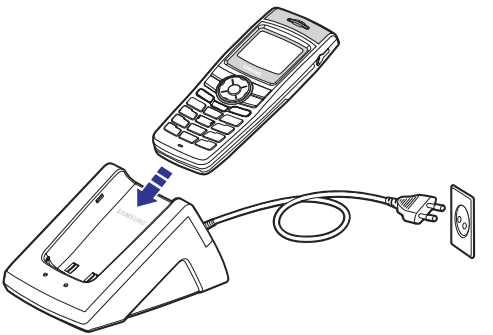
# Charging the Battery

Charge the battery as shown below.

- Charging the battery separately

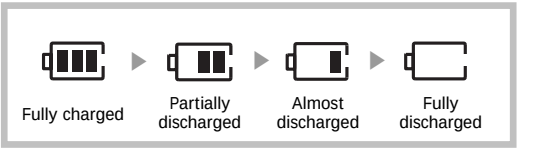


- Charging the battery with phone



## Checking the Battery Status

The battery status can be checked by looking at the battery status icons (shown below) that appear on the LCD panel of the phone.




NOTE

When using the phone for the first time after purchase, fully charge the battery before use as the battery may be discharged.

### Low Battery Indication

When the battery is completely discharged, the phone makes a warning sound and the battery icon starts to flash. It is recommended you either change to a new battery or charge the battery immediately.

If the phone is used after the warning sound, the battery will be completely discharged and the power will automatically go off.

# BASIC FEATURES

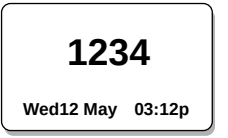
## Turn the Power On

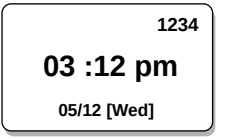
Press and hold the button for more than 2 seconds.

- When turning the power on for the very first time, the 'UNREGISTERED' message will show up on the top of the initial screen. You should register the phone using **[MENU] → 6. System → 1. Registration**.

- If registration has failed, a 'registration failed' message will display on the top of the screen. You should consult the System Administrator.

- The initial screen display can be selected from the three displays shown below.




NOTE

Refer to **Phone Settings** in 'Application Menus' for selecting the initial screen.

## Turn the Power Off

Press and hold the button for more than 2 seconds.

The phone automatically turns off.

# Making a Call

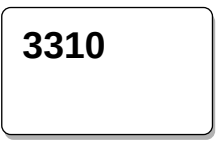
There are several ways to make a call. However, only the basic call functions are discussed in this guide.

NOTE

Refer to **Phone Book** in 'Application Menus' for how to use the latest calling number, latest called number, directory or abbreviated dial numbers.

## Using the Dial Keypad

1. Dial the phone number.
   - Dial only the extension number for internal calls (e.g. 3345). For external calls, press [9] first, then dial the phone number (e.g. 9 023459568)
   - If you enter an incorrect number, press the [C/MUTE] button to modify the number, digit by digit. Press and hold down the [C/MUTE] button to delete all entered digits.




2. Press the button to make the call.
   - Press the button to disconnect the call.

## Using the Call Logs

You can view not only your latest calls made or received, but also absent subscriber messages. This information can be used to make another call.

1. Press the button.

2. Use the buttons to view the call history.

( : Latest received number, : Latest called number)

3. Select the phone number and press the button.

NOTE

A maximum of 64 dialled or received phone numbers (32 outgoing and 32 incoming) can be saved in the list. If full, the oldest number will be erased when a new number is saved.

## Answering a Call

Press any button, except [Volume] button or button, to answer a ringing call.

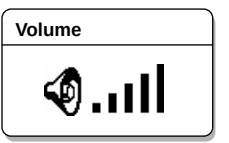
## Volume Adjustment

You can adjust the bell volume, key button volume and voice volume of the phone.

### Bell Volume Adjustment

You can adjust the bell volume while the phone is ringing by pressing the **[MENU]** button.

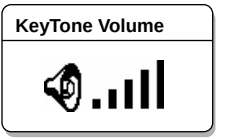
Refer to **Volume** section in 'Application Menus' for how to adjust the bell volume.



## Key Button Volume Adjustment

You can adjust the volume of key buttons while on the phone.

Select the one of 5 volume levels you want by pressing the **[Volume]** button at the initial screen.



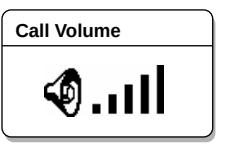

NOTE

If a key is pressed during a call, the key tone will not be heard unless you are using an earphone.

## Voice Volume Adjustment

While on a call, you can adjust the voice volume of the other party.

Select one of 5 volume levels you want by pressing the **[Volume]** button during the call.



# Setting the Etiquette Mode

To avoid the phone ringing (e.g. during a meeting), you can set the phone to vibrate instead of ringing.

## To Set Up the Etiquette Mode

Press and hold the *⁄ button for more than 2 seconds at the initial screen. The etiquette mode icon will be displayed at the top of the screen and the phone will vibrate instead of ringing for an incoming call.

## To Disable the Etiquette Mode

Press and hold the *⁄ button for more than 2 seconds at the initial screen. The etiquette mode icon disappears and the etiquette mode will be disabled.

## Setting the Automatic Key Lock

For privacy, this function prevents others from viewing your information. When the automatic key lock is set, no buttons will work, and functions other than answering a call cannot be used until you enter the password.

### To Set Up the Automatic Key Lock

Press and hold the #/🔒 button for more than 2 seconds at the initial screen. The screen will display the automatic key lock icon 🔒.

### To Disable the Automatic Key Lock

Enter the password. The phone returns to the initial screen and the automatic key lock function is disabled.

# Entering Characters

This section describes how to enter uppercase/ lowercase English characters and special characters.

## Buttons Used for Entering Characters

The buttons used for entering the characters are as follows.

- **[MENU] button**: Displays the screen for entering uppercase English [ENG].

  A menu bar [eng/Sym] which allows you to select lowercase English or special characters (symbols) appears in the lower part of the screen.

- **button**: Select the desired character set.

  For example, if you select lowercase English [eng], the lower menu changes to [ENG/Sym].

## How to Enter Uppercase and Lowercase in English

Pressing the **[MENU]** button allows you to enter English uppercase, [ENG], letters automatically. To select lowercase, [eng], from the lower part of the screen, use the buttons.

Use this table to select characters to enter.

| Count / Dial Button | 1 | 2 | 3 | 4 |
|---|---|---|---|---|
| **0** | 'space' | | | |
| **1** | . | | | |
| **2** | A | B | C | |
| **3** | D | E | F | |
| **4** | G | H | I | |
| **5** | J | K | L | |
| **6** | M | N | O | |
| **7** | P | Q | R | S |
| **8** | T | U | V | |
| **9** | W | X | Y | Z |
| ***** | * | / | | |
| **#** | # | @ | | |

- To enter a character, press the button on which it is displayed the required number of presses. For example, press [5] once to enter the character 'J'. Press [5] again to enter 'K', and so on. If a character to be entered is the same as the last character entered, move the cursor right one space before selecting the character.

NOTE

To enter * or #, press and hold the [*] button or the [#] button.

Press the buttons to move the cursor, if required.

Modify characters using the **[C/MUTE]** button and place the cursor on the appropriate location to insert characters.

## How to Enter Special Characters

Press the **[MENU]** button and select [Sym] from the menu bar on the lower part of the screen. The special characters are displayed.

Select desired special character using the buttons and press the **[OK]** button to enter the character on the screen.

Special characters are:

```
+ - / * = . , ! ? _ : ; [ ] ( ) ” & @ ~ ‘ ^ % # $
< > | ’ { }
```

## How to Enter Numbers

Press and hold the relevant dial button for more than 2 seconds to enter a number.

# CONVENIENT FEATURES

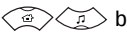
## Features for Call Failures

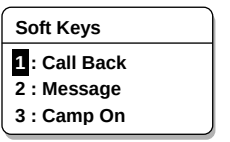
This section describes functions that can be used for internal calls when the called party is busy or when a call cannot be connected because features such as 'Do Not Disturb' have been set by the called party.

### Call Back

If an internal call cannot be connected, you can reserve the call.

1. Press the **[MENU]** button.

2. Press the  button and move to **[1:Call Back]**.




3. Press the **[OK]** button.

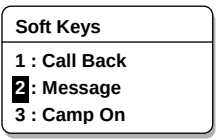
- Your phone will ring when the other party either finishes the call or clears the DND function. When you pick up your phone, the other party's phone will ring.

## Message

If an internal call cannot be connected, you can leave a message (phone number).

1. Press the **[MENU]** button.

2. Press the button and move to **[2:Message]**.




3. Press the **[OK]** button.

- The ✉ icon appears on the other party's phone. The other party can view the message (phone number) by pressing **[MENU]** → **[3]** → **[1]**.

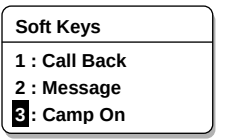
## Camp On

If an internal call cannot be connected, you can make the other party's phone play an 'urgent' sound and wait for them to answer your call.

The urgent sound cannot be heard while the other party is busy. The bell rings only when they hang up their current call.

1. Press the **[MENU]** button.

2. Press the button and move to **[3:Camp On]**.




3. Press the **[OK]** button.

# Features Used During a Call

These features may be used during a call.

## Call Transfer

This is used to transfer the current call to a designated phone.

1. Press the **[Transfer]** button.
2. Dial the phone number to transfer the call to, and press the button.

## Holding a Call

This is used to hold the current call.

1. Press the **[Hold]** button.
2. Press the **[Hold]** button again to resume your conversation.

## Mute on a Call

This is used to prevent your voice being heard during a call. You can still hear the other party.

1. Press the **[C/MUTE]** button during a phone conversation.
2. Press the **[C/MUTE]** button again to allow your voice to be heard.

# APPLICATION MENUS

## Menu Structure

Press the [MENU] button in idle mode. The main application menu will appear on the screen.

NOTE

The [_ _] sign appears at the bottom of the LCD screen if a sub-menu is found. You can select a sub-menu by using the [MENU] button.

- **1 Outgoing Calls**
- **2 Incoming Calls**
- **3 Search**
  1. Search Name
  2. Search Number
  3. Search Sp. Dial
- **4 New Entry**

**1 Alarm**

1. Set Alarm
   1) Ring One time
   2) Ring Always
2. Reset Alarm
3. Alarm Melody

**2 Schedule**

**3 Calculator**

**4 World Clock**

**1** **Station MSG**

**2** **Do Not Disturb**

**3** **Page**

**4** **Conference**

1. Group Conf
2. Conference

NOTE

OfficeServ SOHO does not support the ‘Page’ function.

**1 Ring Type**

1. Ring
2. Vibrate
3. Ring+Vibrate

**2 Ring Tone**

**3 Ring Volume**

**4 Warning**

**1 Edit Name**

**2 Display**

1. Samsung Logo
2. Display Name
3. Display Time

**3 Change PIN**

**4 Language** (see Note)

1. Korean
2. English
3. Italian

**5 Delete Lists**

1. Del Phone Book
2. Del Outgoing
3. Del Incoming

**6 Back Light**

1. Light Time
   1) 8 seconds
   2) 20 seconds
   3) Always Off
2. Power Save
   1) On
   2) Off

**7 Forward Type**

1. Off
2. All Calls
3. Busy Calls
4. No Answer
5. Busy/No Answer
6. Do Not Disturb

**8 Program Msg**

1. On
2. Off

**9 Station Lock**

1. Unlocked
2. Locked Outgoing
3. Locked All Calls

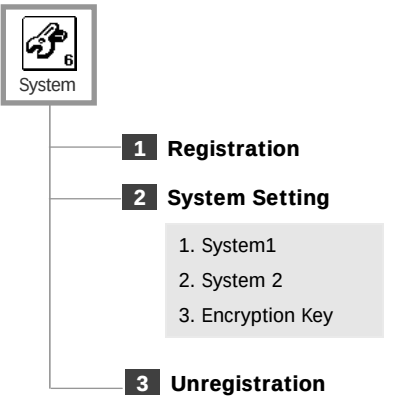
**0 Station Number**

*** Reset**

1. Reset All
2. Reset Func.

**# LCD Contrast**

The Language selection in Phone Settings may be different to that shown.


6
System
1 Registration
2 System Setting
1. System1
2. System 2
3. Encryption Key
3 Unregistration

# Phone Book

Press the [MENU] button in idle mode, then select the **[1. Phone book]** icon to use the Phone Book functions.

## Outgoing Calls

View the latest dialed phone numbers, select the desired phone number and make a call.

( : Latest dialed number, : Failed call)

---

**[MENU] ▶ 1. Phone book ▶ [OK] ▶ 1. Outgoing Calls ▶ (Select the phone number) ▶ [OK] or**

---

- A maximum of 32 phone numbers can be saved in the list. If full, the oldest phone number is erased when a new dialed phone number is saved.

NOTE

Press the button to turn off the power. If you remove the battery from the phone, all recently dialed numbers will be deleted.

## Incoming Calls

View the latest received phone numbers, select the desired phone number and make a call.

( : Latest called number, : Failed call)

**[MENU] ▶ 1. Phone book ▶ [OK] ▶ 2. Incoming Calls ▶ (Select the phone number) ▶ [OK] or**

- A maximum of 32 phone numbers can be saved in the list. If full, the oldest phone number is erased when a new received phone number is saved.

NOTE

Press the button to turn off the power. If you remove the battery from the phone, all recently received numbers will be deleted.

## Search Phone Number

You can search for a phone number from the saved phone number list.

### Search Name

You can search for and call the desired phone number using a name.

**[MENU]** ▶ **1. Phone book** ▶ **[OK]** ▶ **3. Search** ▶ **1. Search Name** ▶ **Enter a name** ▶ **[OK]** ▶

If you press the **[OK]** button without entering a name, all the numbers in the list will be displayed.

- When entering a name, you can press the first letter of the name only and press the [OK] button. The names and numbers of all entries starting with that letter will be displayed for you to select the one required.
- Refer to **Entering Characters** in 'Basic Features' for how to enter characters.

## Search Number

You can search for and call the desired phone number using a phone number.

**[MENU]** ▶ **1. Phone book** ▶ **[OK]** ▶ **3. Search** ▶ **2. Search Number** ▶ **Enter a phone number** ▶ **[OK]** ▶ ▶

If you press the **[OK]** button without entering a number, all the numbers in the list will be displayed.

- The phone number list will be displayed (e.g., if '2' is entered, the phone numbers which include '2' will be displayed).

## Search Speed Dial Number

You can search for and call the desired phone number using a speed dial number.

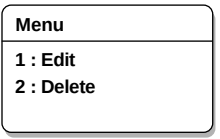
**[MENU]** ▶ **1.Phone book** ▶ **[OK]** ▶ **3. Search** ▶ **3. Search Sp. Dial** ▶ **Enter a speed dial number** ▶ **[OK]** ▶

If you press the **[OK]** button without entering a speed dial number, all the numbers in the list will be displayed.

- This function allows you to make a call to the desired party by simply pressing a speed dial number for longer than 2 seconds. For example, if the number '123456' is saved to the [1] button, you can simply press the [1] button to make a call to '123456'. This function works only at the initial screen.
- If the speed dial number is two digits, press and hold the second digit for longer than 2 seconds.

## Modifying / Deleting Phone Number

This is the method to modify or delete a saved phone number.



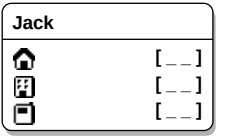

**[MENU] ▶ 1. Phone book ▶ [OK] ▶ 3. Search ▶ 1/2/3 ▶ Enter Name/Phone number/Speed dial number ▶ [OK] ▶** **▶ [MENU] ▶ 1:Edit ▶ Modify phone number ▶ [OK]**

To delete the phone number, select **'2:Delete'.**

- Using the [C/MUTE] button and dial buttons, modify the phone number and press the [OK] button to save it.

## New Entry

This function allows you to save a new phone number using the menu function.




**[MENU] ▶ 1. Phone book ▶ [OK] ▶ 4. New Entry ▶ Enter name, phone number (home, station, mobile), speed dial number ▶ [OK]**

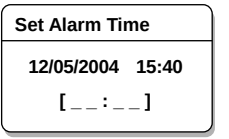
- You can directly enter the phone number in idle mode, and save that number using the button.
- Enter the name that you want to save by using the dial buttons (up to 10 characters). Refer to **Entering Characters** in 'Basic Features' for how to enter characters.

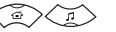
# Utilities

Press the [MENU] button in idle mode, and then select the **[2. Utilities]** icon.

## Alarm

You can set or disable the alarm.



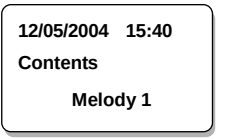

**[MENU] ▶ 2. Utilities ▶ [OK] ▶ 1. Alarm ▶ [OK] ▶ 1. Set Alarm ▶ [OK] ▶**  **(Select alarm interval) ▶ [OK] ▶ Enter alarm time ▶ [OK]**

To disable the alarm, select **'2. Reset Alarm'**. To change the alarm melody, select **'3. Alarm Melody'**. You can choose from 10 melodies.

- When the alarm is set, the alarm icon will appear on the screen.

## Schedule

This function allows you to enter important task or appointment dates and then set the phone alarms for those dates. You can easily use this function to manage a personal schedule. If the alarm is set up as mute, you can directly check what the schedule is on the screen.




**[MENU] ▶ 2. Utilities ▶ [OK] ▶ 2. Schedule ▶ [OK] ▶ Select dates ▶ [OK] ▶ Enter time, contents ▶ Select Melody/No Melody ▶ [OK]**

- Select melody or No melody using  button.
- Select melody type using button.

## Modifying / Deleting Schedule

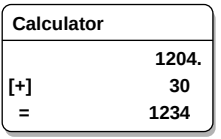
This function allows you to modify or delete the registered schedule.

**[MENU] ▶ 2. Utilities ▶ [OK] ▶ 2. Schedule ▶ [OK] ▶ Select dates ▶ [OK] ▶ [MENU] ▶ 1:Modify ▶ Modify Time / contents / melody ▶ [OK]**

To delete a schedule, select '**2:Delete**'.

## Calculator

This function allows you to carry out arithmetical operations (addition, subtraction, multiplication and division) in a simple way.




**[MENU] ▶ 2. Utilities ▶ [OK] ▶ 3. Calculator ▶ [OK] ▶ Enter number ▶ (Select arithmetical operation symbol) ▶ Enter number ▶ [OK] ▶ The result is displayed.**

When entering negative numbers, press the # button.

If incorrect numbers are entered, press the **[C/MUTE]** button.

- Press the button to reuse the result.
- Press the [C/MUTE] button to reset or the button to terminate.

## World Clock

This function allows you to check the current date and time in each region of the world.

**[MENU] ▶ 2. Utilities ▶ [OK] ▶ 4. World Clock ▶ [OK] ▶ (Move the meridian line) ▶ the corresponding time of each capital city will be shown.**

# Soft Keys

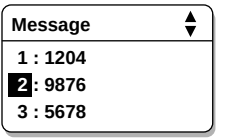
Press the [MENU] button in idle mode, then select the **[3. Soft Keys]** icon.

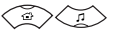
CAUITON

The submenus for [Soft Keys] are set by the system.

## Station Message

You can check messages received from extensions and reply to them.




**[MENU] ▶ 3. Soft Keys ▶ [OK] ▶ 1. Station MSG ▶ [OK] ▶**  **(Select a station number) ▶ [OK] ▶ 1:Reply ▶ Call is connected.**

To delete the message, select '**2:Delete**'.

## Do Not Disturb

You can block all incoming calls at any time using DND.

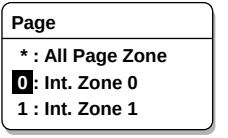
**[MENU] ▶ 3. Soft Keys ▶ [OK] ▶ 2. Do Not Disturb ▶ [OK] ▶ 1: On ▶ DND mode is set up.**

To disable DND mode, select **2:Off**'.

- When DND (Do Not Disturb) mode is set, the 'DND' message and the icon will appear on the initial screen.

## Paging

This function allows you to page through your phone to specified page zone(s).



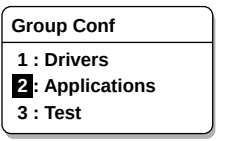

**[MENU] ▶ 3. Soft Keys ▶ [OK] ▶ 3. Page ▶ [OK] ▶ (Select page zone) ▶ [OK] ▶ My voice is announced through the phone.**

## Conference

You can call multiple parties in a conference conversation. Up to five persons, including yourself, can participate in a conference call.

### Loading a Conference Group

You can load a conference group saved in the system and have a conference with the group. (A group can be saved in the system as described below in **Saving Conference Group**.)




**[MENU] ▶ 3. Soft Keys ▶ [OK] ▶ 4. Conference ▶ [OK] ▶ 1. Group Conf ▶ [OK] ▶ 1:Load ▶ [OK] ▶ Group list is displayed. ▶ (Select a group) ▶ [OK] ▶ Group members are connected. ▶**

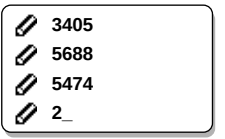
To modify or delete the group, press the [MENU] button and then select **'1:Edit'**, or **'2:Delete'**.

NOTE

OfficeServ SOHO supports up to nine 3-person conference calls (including the person making the conference call).

## Saving Conference Group

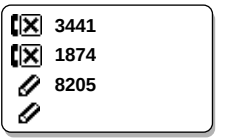
Members that are frequently called upon for a meeting can be saved to the system as a group. A group saved to the system can be conveniently used later by selecting 'Group Conference'.




**[MENU] ▶ 3. Soft Keys ▶ [OK] ▶ 4. Conference ▶ [OK] ▶ 1. Group Conf ▶ [OK] ▶ 2:Save ▶ [OK] ▶ Enter group name ▶ [OK] ▶ Enter phone number of member ▶ ♫ ▶ Enter phone number of next member ▶ [OK]**

### Entering Each Member

You can have a conference by entering the phone number of each member directly.




**[MENU] ▶ 3. Soft Keys ▶ [OK] ▶ 4. Conference ▶ [OK] ▶ 2. Conference ▶ [OK] ▶ Enter phone number of member ▶ [OK] ▶ ▶ Enter phone number of next member ▶ [OK] ▶**

- means that you have completed entering the phone number.
- means that you have failed to connect the call.
- means that you have connected with the member.

# Volume / Ring

Press the [MENU] button in idle mode, then select the **[4. Volume/Ring]** icon.

## Ring Type

You can select the ring type as ring, vibration, or ring after vibration.

| Ring Type |
| --- |
| 1 : Ring<br>2 : Vibrate<br>3 : Ring + Vibrate |

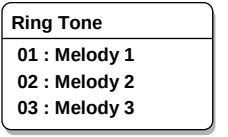
**[MENU] ▶ 4. Volume/Ring ▶ [OK] ▶ 1. Ring Type ▶ [OK] ▶** **(Ring/Vibrate/Ring + Vibrate) ▶ [OK]**

NOTE

For information about how to set the etiquette mode, refer to **Setting the Etiquette Mode** in 'Basic Features'.

## Ring Tone

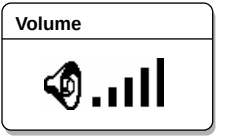
This function enables you to select one bell melody from a selection of 10 melodies.




**[MENU] ▶ 4. Volume/Ring ▶ [OK] ▶ 2. Ring Tone ▶ [OK] ▶ (Select Melody) ▶ [OK]**

## Ring Volume

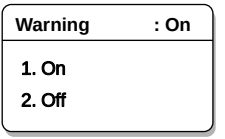
This function enables you to adjust the bell volume.




**[MENU] ▶ 4. Volume/Ring ▶ [OK] ▶ 3. Ring Volume ▶ [OK] ▶ (Select bell volume) ▶ [OK]**

## Warning

This function enables a warning tone when you move to a ‘shadow zone’ during a call.



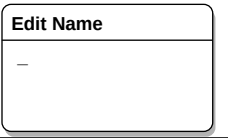

**[MENU] ▶ 4. Volume/Ring ▶ [OK] ▶ 4. Warning ▶ [OK] ▶ (Select On/Off) ▶ [OK]**

# Phone Settings

Press the [MENU] button in idle mode, then select the **[5. Phone Settings]** icon. The submenus are not displayed until a password is entered.

## Editing Name

This function enables you to enter characters to be displayed on the initial screen.

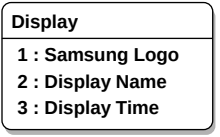



**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a Password ▶ 1. Edit Name ▶ [OK] ▶ Enter your name ▶ [OK]**

- Refer to **Entering Characters** in 'Basic Features' for how to enter characters.

## Display

This function enables you to select the background of the initial screen that appears when the phone is switched on.




**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a Password ▶ 2. Display ▶ [OK] ▶ (Select a screen) ▶ [OK]**

## Password

This function allows you to prevent others from using your phone by changing the default password of the phone (default=1234).

**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a Password ▶ 3. Change PIN ▶ [OK] ▶ Enter new password ▶ [OK] ▶ Enter new password again ▶ [OK]**

## Language

This feature allows you to set the language displayed on the screen.

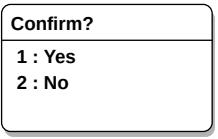
**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a Password ▶ 4. Language ▶ [OK] ▶ (Select language) ▶ [OK]**

NOTE

The language selection displayed on your phone may be different to that shown above.

## Delete Lists

This function allows you to delete phone numbers saved in the Phone Book.




**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a Password ▶ 5. Delete Lists ▶ [OK] ▶ 1. Del Phone Book ▶ Enter a Password ▶ (Yes/No) ▶ [OK]**

- To delete the list of called numbers saved in the Phone Book, select **'2. Del Outgoing'**.
- To delete the list of calling numbers saved in the Phone Book, select **'3. Del Incoming'**.

## Screen Back Light

This function allows you to set the mode of the background lighting on the screen or turn it off.

### Lighting Time

Set the time for background lighting (which automatically lights when buttons are pressed or a message appears).

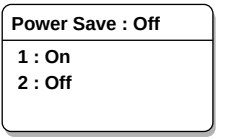
| Light Time |
| --- |
| 1 : 8 seconds |
| 2 : 20 seconds |
| 3 : Always Off |

**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a Password ▶ 6. Back Light ▶ [OK] ▶ 1. Light Time ▶ [OK] ▶** **(Select light time) ▶ [OK]**

- The back lighting turns off automatically unless a button is pressed within 8 seconds. You can also set the lighting duration to 20 seconds, or turn off the lighting altogether.

## Power Save

You can turn on the Power Save mode to switch off the background lighting.




**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a Password ▶ 6. Back Light ▶ [OK] ▶ 2. Power Save ▶ [OK] ▶ 1:On ▶ [OK]**

To disable the Power Save mode, select '**2:Off**'.

## Forward Type

This feature enables you to forward your incoming calls to a specific extension, group of extensions or external number when you are unable to receive an incoming call.

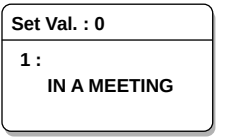
**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a password ▶ 7. Forward Type ▶ [OK] ▶ ( Select forward type) ▶ [OK] ▶ Enter a forwarded number ▶ [OK]**

- To disable the forward mode, select **'1: Off'**.
- To forward all incoming calls, select **'2: All Calls'**.
- To forward incoming calls when you are using the phone, select **'3: Busy Calls'**.
- To forward incoming calls when you cannot answer within the specified time, select **'4: No Answer'**.
- To forward incoming calls when you are busy or cannot answer within the specified time, select **'5: Busy/No Answer'**.
- To forward incoming calls when DND mode is set, select **'6: Do Not Disturb'**.

- When the forward mode is set, the 'FWD' message will appear on the initial screen.

## Programmed Message

When you will be away from your phone, you can leave an absence message to advise internal callers of your status. Internal callers will receive the message on their phone screen when they call you.




**[MENU]** ▶ **5. Phone Settings** ▶ **[OK]** ▶ **Enter a password** ▶ **8. Program Msg** ▶ **[OK]** ▶ **1:On** ▶ **(Select a message)** ▶ **[OK]**

To disable the programmed message, select '**2:Off**'.

The number of programmed messages is 20.

- If anyone tries to call you, they will see the message on their phone.

## Station Lock

When you will be away from your phone, you can lock any outgoing trunk calls or incoming/outgoing calls to prevent others from using your phone without permission.

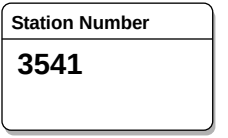
**[MENU]** ▶ **5. Phone Settings** ▶ **[OK]** ▶ **Enter a password** ▶ **9. Station Lock** ▶ **[OK]** ▶ **(Select lock option)** ▶ **[OK]**

- To disable the lock mode, select **'1:Unlock'**.
- To lock any outgoing trunk calls, select **'2:Lock Outgoing'**. Outgoing internal calls are not locked.
- To lock any outgoing/incoming trunk and internal calls, select **'3:Lock All Calls'**.

- If the lock mode is set, the 'LCK' message will appear on the screen.

## Station Number

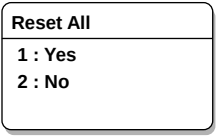
This feature allows you to view your phone number on the screen.




**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a password ▶ 0. Station Number ▶ [OK] ▶ My phone number is displayed on the screen.**

## Reset

This function allows you to initialize all functions and the status of a phone.

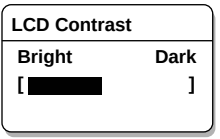



**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a password ▶ *. Reset ▶ [OK] ▶** **(Select reset option) ▶ [OK] ▶ Enter a password ▶** **(Yes/No) ▶ [OK]**

- To reset the status of a phone, select '**1:Reset All**'. All the saved records as well as the phone options are deleted.
- To reset the options for the phone functions, select '**2:Reset Func.**'.

## LCD Contrast

This feature sets the LCD contrast.




**[MENU] ▶ 5. Phone Settings ▶ [OK] ▶ Enter a password ▶ #. LCD Contrast ▶ [OK] ▶** **(Control 'Bright/Dark' density)**

# System

Press the [MENU] button in idle mode, then select the **[6. System]** icon.

NOTE

The systems which support the WBS24 (Access Point) and WIP-5000M are:
- OfficeServ 12
- OfficeServ 100
- OfficeServ 500
- OfficeServ 7200
- OfficeServ SOHO

Some systems may not be available in your country

## Phone Registration

This function allows you to register a phone via the system.

### Registering on a DHCP System

This function allows your phone to be registered on a system which supports dynamic IP mode.

**[MENU] ▶ 6. System ▶ [OK] ▶ 1. Registration ▶ [OK] ▶** **(Select system to register) ▶ [OK] ▶ 1:DHCP mode ▶ Enter SSID ▶ [OK] ▶ Enter user ID ▶ [OK] ▶ Enter password ▶ [OK] ▶ Enter encryption key ▶ [OK]**

- SSID: Enter the ESSID set on the WBS24 (Wireless LAN access device).
- User ID: Enter the ID of the phone user registered to the system.
- Password: The default password is 0000.
- Encryption key: This is an encryption key for security. Use the 128-bit WEP key. When the encryption key is set on the system, consult the system administrator and enter the value set on the system.

## Registering on a Static IP System

This function allows your phone to be registered on a system which supports static IP mode.

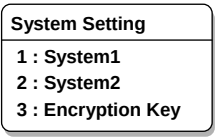
**[MENU] ▶ 6. System ▶ [OK] ▶ 1. Registration ▶ [OK] ▶** **(Select system to register) ▶ [OK] ▶ 2: Static IP mode ▶ [OK] ▶** **(Select AP type) ▶ [OK] ▶ Enter phone IP address ▶ [OK] ▶ Enter system IP address ▶ [OK] ▶ Enter system gateway address ▶ [OK] ▶ Enter system subnet mask address ▶ [OK] ▶ Enter SSID ▶ [OK] ▶ Enter user ID ▶ [OK] ▶ Enter password ▶ [OK] ▶ Enter encryption key ▶ [OK]**

When registering to a system set to Static IP mode, be careful not to enter an IP address already being used by another phone.

- If you enter nothing and press the [OK] button, the default IP address is entered.
- SSID: Enter the ESSID set on the WBS24 (Wireless LAN access device).
- User ID: Enter the ID of a user registered to the system.
- Password: The default password is 0000.
- Encryption key: This is an encryption key for security. Use the 128 bit WEP key. When the encryption key is set on the system, consult the system administrator and enter the value set on the system.

## System Setting

While using a phone registered to a system, you can transfer to another system for connection. To use this function, the phone should already be registered to the system. (Refer to **Phone Registration** above for the procedure to register a phone.)

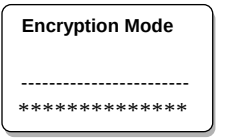



**[MENU]** ▶ **6. System** ▶ **[OK]** ▶ **2. System Setting** ▶ **[OK]** ▶ **(Select system)** ▶ **[OK]** ▶ **Confirm the information of the system** ▶ **[OK]**

Select **[1:System1]** or **[2:System2]**

## Encryption Key

Set the encryption key (WEP key) in the system which should be entered when you register the phone. You can register the phone to the system only by additionally setting or clearing the encryption key without having to enter the system information again.




**[MENU] ▶ 6. System ▶ [OK] ▶ 2. System Setting ▶ [OK] ▶ 3:Encryption Key ▶ [OK] ▶ 1:Enable ▶ [OK] ▶ Enter encryption key ▶ [OK]**

To disable the encryption key, select **'2:Disable'.**

This is a 128-bit WEP key for security. Consult the system administrator and enter the value set in the system.

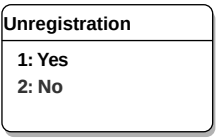
NOTE

WEP is a security protocol defined by the Wi-Fi standard to provide a wireless LAN security level similar to that of wired LAN. Wi-Fi devices basically support WEP, and additionally WPA and 802.11i. WIP-5000M currently supports Enhanced Security SSID and 128-bit WEP.

## Clearing a Phone's Registration

While using a phone registered to the system, you can delete the phone information from the system.

The user password must be entered before you can clear a phone's registration.




**[MENU] ▶ 6. System ▶ [OK] ▶ 3. Unregistration ▶ [OK] ▶ Enter the password ▶ Select (Yes/No) from the [Unregistration] menu ▶ [OK] ▶ Reboot after selecting [Unregistering], and the screen changes to [Unregistered] starting screen.**

CAUTION

Double check whether this function should be executed since all phone information registered on the system will be deleted.

# ANNEX

## Troubleshooting

Possible problems and troubleshooting steps for your phone are described below. Check the following carefully before contacting your supplier for advice.

**The LCD does not light.**

Battery is discharged. Recharge the battery and turn the phone on again.

**The bell does not ring or the ring volume is too low.**

- Check if the phone is set to etiquette mode.
- Adjust the volume at [MENU] → [4.Volume/Ring] → [3.Ring Volume].

**The lamp on the charger flashes yellow.**

- Take the battery out from the charger and put it in again.
- If the yellow light continues to flash, clean the charger's charging terminals.
- If the yellow light continues to flash despite the above measures, contact your supplier.

**The battery is not discharged but the phone does not turn on.**

- Take the battery out and put it in again, and turn the phone on.
- Take the battery out and clean the battery's charging terminals. Then put the battery back in and turn the phone on.

**Voices echo during a call.**

Press the [Volume] button and adjust the volume or move to another area.

**The indicator appears on screen and calls cannot be made.**

- Your phone may not be registered on the system. Register the phone.
- Move to an area where service can be provided.
- If the phone does not work despite the above measures, contact your supplier.

**Calls are disconnected frequently.**

- Move to another area (since the frequency is unstable).
- If calls are still disconnected, contact your supplier.

**The phone operates abnormally or does not operate at all.**

- Take the battery out and insert it again. Turn the phone on.
- If the problem persists, contact your supplier.

# Product Specifications

The specifications of the WIP-5000M are as follows.

| Item | Specification |
|---|---|
| **Model Name** | WIP-5000M |
| **Frequency** | 2400 ~ 2483.5 MHz |
| **Size (mm)** | 43 (width) x 126 (length) x 19 (height) |
| **Operating Temperature** | 0 ~ 45 ˚C |
| **Operating Humidity** | 0 ~ 90 % |
| **Weight** | 95 g |
| **Battery Charge Time** | 2 Hours |
| **Battery Duration** | Call duration: 2 Hours 30 Minutes<br>Standby duration: 25 Hours |

**Samsung Business Communications**
Brookside Business Park, Greengate, Middleton, Manchester M24 1GS